

ASSISTANT RECREATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To assist and participate in the supervision of daily operations of a large recreational facility and/or to coordinate and facilitate special events, instructional classes and programs.

Supervision Received and Exercised:

Receives direction from a Community Services Supervisor, Recreation Coordinator, or from other supervisory or management staff.

Exercises functional supervision over technical, clerical, contract and volunteer recreation staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist and participate in the direction of daily operations for a large recreational facility.
- Supervise, facilitate and oversee scheduled events, instructional classes and programs; oversee the issuance and collection of recreational equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Oversee the collection of program site registration forms, waivers and registration fees for special events, instructional classes, and programs.
- Assist and respond to the general public regarding questions, comments or concerns.
- Supervise assigned temporary and voluntary staff; participate in the selection and scheduling of temporary and voluntary staff; provide or coordinate staff, volunteer and contract staff training.

Page 1 of 5

Assistant Recreation Coordinator (continued)

- Provide (Assist rather than Provide) and coordinate an on-going site training program for staff.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports are required.
- Monitor and inspect the recreational facility as required; secure the facility; assist with the scheduling of facility maintenance.
- Develop survey instruments and implement surveys of program participants and record survey results; implement program changes.
- Attend training workshops and staff meetings.
- May administer first-aid in an emergency situation.
- Perform related duties as assigned.

When assigned to small craft boating:

- Develop a 4 to 8 (8 12) week lesson plan for each type of boating class; teach boating classes at various skill and age levels.
- Plan age and skill appropriate boating activities; ensure activities conducted in safe manner.
- Participate in the development of program goals and objectives; assist in the development the rowing program for youth, juniors and adults.
- Supervise participants, volunteers and seasonal instructors; maintain discipline in the boat storage facility and in classes.

Page 2 of 5

Assistant Recreation Coordinator (continued)

- Assist with the recruitment, training, and evaluation of volunteers, seasonal, and contract boating staff; participate in the selection of staff; work with employees to correct deficiencies.
- Assist with the coordination and implementation of training clinics for staff and outside user groups; assist with scheduling activities, classes and special events.
- Assist with the coordination, promotion and implementation of all aspects of the boating programs for all age groups and the special needs population.
- Assist in fundraising activities.
- Assist in maintaining upkeep, organization and security of the boat storage facility and equipment.
- Complete payroll time sheets; track student attendance; distribute, witness, and collect waivers of liability from participants; verify class registration; assist with the collection of registration forms.
- Set up teaching area: lift and carry tables, chairs, boats, oars, ergometers, teaching equipment, and audio-visual equipment.
- Provide program information to the general public.
- Repair boating equipment as needed.
- Procure, request and account for supplies.
- May administer first-aid in an emergency situation; participate in first aid and safety drills.
- Perform related duties as assigned.

When assigned to Kid Zone Enrichment Program:

- Oversee morning pager on rotational basis; report and record absences; place appropriate substitute staff at sites.
- Organize two special events per semester.
- Mentor assigned program manager sites, to include planning, special events, training and staffing.

Page 3 of 5

Assistant Recreation Coordinator (continued)

- Independent of supervisor, coordinate a site council for Assessing School Age Quality standards and prepare the site for accreditation.
- Provide training workshops for staff.
- Assist in the interviewing process for part-time temporary staff.
- Ensure compliance with DHS and DES regulations.
- Coordinate and communicate effectively with City of Tempe employees, school district staff, parents and community organizations.
- Participate in the Kid Zone Enrichment Program's Fall, Winter and Spring camps.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years recreation programming and/or facility management experience (to include swimming pool and multi-usage recreational facilities when appropriate to assigned area).

When assigned to small craft boating:

One to two years recreation programming and/or facility management experience to include experience in small craft boating programs. Must be able to lift 50 pounds. Competitive rowing experience is preferred. Computer experience preferred. Previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in a small craft sport (rowing, sailing, canoeing and kayaking) desirable.

When assigned to Kid Zone Enrichment Program:

Two years recreation programming, elementary educational enrichment programming or early childhood education. Some facility management experience is desirable.

Education:

Page **4** of **5**

Assistant Recreation Coordinator (continued)

Equivalent to the completion of an Associate's of Arts degree in recreation administration, elementary education or a related field.

Licenses/Certifications:

When appropriate to assigned area:

Possession of, or required to obtain, an appropriate, valid Lifeguard Training

Certificate.

• Possession of, or required to obtain, an appropriate, valid Water Safety Instructor

Certificate. Within 6 months of hire

Possession of, or required to obtain, an appropriate, valid CPR and First Aid

Certificate.*

Possession of, or required to obtain, an appropriate, valid American Red Cross

Certificate -Introduction to Health Services Education.

 Possession of, or required to obtain, appropriate certificates for various small craft sports including rowing, sailing and kayaking. USRA Level II coaching certification desirable. Candidates will be expected within the first 6 months of ampleyment to

desirable. Candidates will be expected within the first 6 months of employment to obtain safety boat certification and working towards USRA and ACA safe boating

certification.

When assigned to Kid Zone Enrichment Program:

Possess at the time of hire the appropriate credentials and qualifications to qualify

for Site Director as a required by the Arizona Department of Health Comings Office of

for Site Director as required by the Arizona Department of Health Services Office of

Child Care Licensing.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 151

Status: Non-Exempt / Classified

Page 5 of 5